

# Winstanley Community Primary School

## Job Description: Lunchtime Welfare Assistant

<b>POST TITLE:</b>	Lunchtime Welfare Assistant
<b>GRADE:</b>	Grade 1
<b>WORKING HOURS:</b>	1hour 15 mins per day
<b>RESPONSIBLE TO:</b>	School Business Manager
<b>JOB PURPOSE:</b> To secure the safety, welfare and good conduct of pupils during the lunchtime break.	
<b>MAIN ACTIVITIES:</b>	
<p>In the classroom:</p> <ul style="list-style-type: none"> <li>• Supervise children eating their dinners.</li> <li>• Help children to open drinks, packets or fruit.</li> <li>• Encourage good table manners.</li> <li>• Promote social interaction while monitoring noise levels.</li> <li>• Encourage reluctant eaters to attempt to eat their food.</li> <li>• Ensure that children have eaten the majority of the contents of their lunchbox or report to class teacher.</li> <li>• Provide cutlery from the hall if children need a utensil to eat their meals but have none in their lunchboxes.</li> <li>• Supervise children moving around the outside of school, to and from the playground and to ensure that external gates are closed to maintain the security of the site.</li> <li>• Make sure that tables and floors are clean ready for the afternoon sessions.</li> </ul>	
<p>In the Dining Hall:</p> <ul style="list-style-type: none"> <li>• Setting up and clearing away tables.</li> <li>• Make sure that tables are clean before the children sit down to lunch.</li> <li>• Supervise children eating their dinners.</li> <li>• Encourage correct use of cutlery and table manners.</li> <li>• Promote social interaction while monitoring noise levels.</li> <li>• Encourage reluctant eaters to attempt to try new foods.</li> <li>• Assist children in cutting up food as necessary.</li> <li>• Supervise children moving to and from the dinner hall.</li> </ul>	
<p>Playground / Field Duties:</p> <ul style="list-style-type: none"> <li>• Encourage the children in positive play and behaviours by starting or leading games.</li> <li>• Promote social and emotional development by engaging children in conversations and promoting conversations between children.</li> <li>• Promote good behaviour by acting as a good role model and by following school behaviour policy.</li> <li>• Be alert to Health and Safety, show initiative to minimise risk to children and report concerns to Assistant Head teacher e.g. reporting damaged equipment, approaching strangers at the fence, encouraging children to play in a safe way.</li> <li>• Wear tabards at all times and high visibility vests while outside.</li> <li>• Space out appropriately on the playground / field so that all exits and entrances are covered.</li> <li>• Carry basic first aid kit – plasters, antiseptic wipes and call for assistance cards to enable treatment of minor injuries on the playground.</li> </ul>	
<p>First Aid Duties:</p> <ul style="list-style-type: none"> <li>• Treat all children with injuries in a sympathetic and caring manner.</li> <li>• Be aware of any particular sickness, condition or health/ social issue relating to the pupils and give appropriate support.</li> <li>• Record minor injuries in First Aid Treatment book.</li> <li>• More serious injuries and every head injury should be recorded in the First Aid Record, an advice slip sent home to parents and the class teacher informed.</li> <li>• Contact 'First Aiders' for support regarding more serious injuries and any injury to face or head so that they can decide on treatment and if parents need to be called.</li> </ul>	
<p>N.B.</p> <ul style="list-style-type: none"> <li>• There should always be at least two members of welfare staff on playground duty at any time.</li> </ul>	
<p><b>ABSENCES:</b> Where possible medical/dental appointments should be arranged outside working hours. Holidays cannot be authorised during term time unless there has been prior agreement from the Head Teacher for exceptional circumstances. Absences due to illness should be notified to the school office as soon as possible before the start of the working hours to allow cover to be arranged. Notice of return to work after illness should be made to the school office the day before the return, to avoid unnecessary cover.</p>	